



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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WASHINGTON DC 20350-2000

OPNAVINST 10170.2B
N98
26 Apr 2019

OPNAV INSTRUCTION 10170.2B

From: Chief of Naval Operations

Subj: NAVY AVIATION TRAINING SYSTEM UTILIZATION REPORTING

Ref: (a) CNAF M-3710.7 of 5 May 2016

Encl: (1) Definitions
(2) Training System Utilization Reporting Data Elements

1. Purpose. To issue the requirement for the collection, distribution, and analysis of utilization data on Navy aviation training systems. This revision includes the modification of its applicability to naval aviation only and updates to reporting requirements. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 10170.2A.

3. Applicability. This instruction applies to all Navy aviation training systems developed and produced for Department of the Navy (DON) use.

4. Objective. To increase fleet aviation readiness through optimal utilization of training systems. Specifically, collating all areas of utilization information will provide:

a. management tools for sponsors and training agents to improve planning, programming, and day-to-day management decisions;

b. data to support distribution decisions for existing training systems; and

c. data pertinent to decisions on procurement, inactivation, or modification of training systems.

5. Definitions. Definitions of selected terms are provided in enclosure (1).

6. Selection of Training Systems for Utilization Reporting. All training systems listed in reference (a), or with a per-unit cost exceeding \$1,000,000 must be supported by utilization reporting as outlined in this instruction. This applies to ashore assets. Program sponsors and user commands can designate any additional training systems under their cognizance which are to be supported by utilization reporting. Training system utilization reporting data elements are described in enclosure (2).

7. Training System Utilization Reporting Data Elements. The data elements per enclosure (2) must be used for training system utilization reporting purposes. Data provided must be validated by DON personnel (military or civilian) before submission.

a. Standard Utilization Rate. The utilization reporting data elements include projected training system standard utilization rates for each system being reported. These standards are established and approved in writing by the program sponsor, unless provided in a military characteristics document. Whenever actual utilization reflects a lower-than-standard utilization rate, an explanation for the variation must be provided.

b. Utilization Reporting Data. Utilization reporting data must be submitted by the 15th working day after the end of each reporting period. Data collection and reporting will allow recipients to manipulate provided data in order to generate metrics and reports.

c. Distribution. Distribution or availability of utilization reporting data must include one of the organizations below in subparagraphs 7c(1) through 7c(5) for training systems under their cognizance.

(1) Office of the Chief of Naval Operations (OPNAV), Director, Air Warfare (N98).

(2) Commander, Naval Air Force Atlantic and Pacific.

(3) Naval Air Systems Command.

(4) Chief of Naval Air Training.

(5) Naval Air Warfare Center, Training Systems Division.

8. Responsibilities

a. OPNAV N98 assumes overall responsibility for coordination of the implementation of this instruction.

b. OPNAV program sponsors must ensure execution of the specific provisions of this instruction for training system programs under their cognizance. They must also initiate actions to correct identified deficiencies.

c. The training agents must schedule, coordinate, prepare, and distribute utilization reporting documentation and update databases at least quarterly or monthly if required to support contractor operation and maintenance of simulators. Data availability can be through computer terminal access to a software database vice hard-copy report distribution if all cognizant

organizations have access to the database. The training agents must also issue supplemental training system utilization reporting procedures as necessary to implement the requirements of this instruction.

d. Reporting sites must provide program sponsors' specific remarks on any system failing to report or maintain a minimum of 80 percent of the contracted training time during the month.

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON/Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/Assistant for Administration, Directives and Records Management Division program office.

10. Review and Effective Date. Per OPNAVINST 5215.17A, OPNAV N98 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

11. Information Management Control. OPNAV report control symbol (RCS) 10170-2 has been assigned to the Navy training device utilization reporting requirement contained in paragraph 7.



S. D. CONN
Director, Air Warfare

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.secnav.navy.mil/doni>

DEFINITIONS

1. Principal Development Activity. The agency assigned by the cognizant systems commander or OPNAV program sponsor to undertake the management and technical responsibility of the development within the approved plan.
2. Program Sponsor. The OPNAV office responsible for determining program objectives, time phasing and support requirements, and for appraising progress, readiness and military worth for a given system, function, or task.
3. Resource Sponsor. An OPNAV office responsible for an identifiable aggregation of resources which constitute inputs to warfare and supporting tasks.
4. Sponsor. Refers to the program sponsor and resource sponsor, as appropriate.
5. Standard Utilization. The standard utilization rate from the military characteristics document is the long-range estimated usage (in hours or cycles) projected during the conceptual phase to justify the need to develop the system or materially modify the system. In the absence of a valid military characteristics standard, the program sponsor must establish a utilization standard. The intent is to gain insight into the validity of the planning assumptions driving the procurement process, and to provide a starting point for analysis to determine the need to retain, enhance or delete a training system. Additionally, it provides a basis for the planning of new training systems.
6. Training Agent. An office, command, or headquarters exercising command over and providing support to some major increment of the DON's formalized training effort. Training agent examples are the type commanders; Naval Education and Training Command; Chief, Bureau of Medicine and Surgery; and Commander, Naval Reserve Force.
7. Training System and Simulator. Hardware and software designed or modified exclusively for training purposes involving, to some degree, simulation or stimulation in its construction or operation, so as to demonstrate or illustrate a concept or simulate an operational circumstance or environment. For this instruction, the term training system includes training simulators and stimulators.
8. Training Support Agent. An office, command, or headquarters responsible for supporting the training agent by providing material and other forms of support within the cognizance of the office, command, or headquarters involved (e.g., systems commands; Commander, Naval Air Reserve Force).
9. Utilization of Availability. A measure of system utilization which expresses the amount of time which a system is being used relative to the amount of time it was available to be used

under the current contract (if under contractor operation and maintenance of simulators) or according to current command staffing (if under organic support).

a. This would specifically include premium time, but would exclude establishing additional shifts, appointing additional instructors, etc. This measurement provides insight into the existing operational capacity of a system (assuming no major changes to the operational environment) and thus is an indicator of the additional utilization for which the system is capable without resorting to operational changes.

b. If the system is the subject of contractor operation and maintenance of simulators, it provides insight into the level of operations and maintenance services being procured versus the level being utilized, which may in turn suggest short term or long term changes to the utilization schedules. Finally, it provides additional data useful in evaluating the need to retain, enhance, or delete a system.

10. Utilization or Usage. Any use of a system, whether for training, demonstrations, quality assurance, inspections, trainer support, etc.

11. Utilization Reporting. The collection and distribution of training system utilization data to support management planning and programming.

TRAINING SYSTEM UTILIZATION REPORTING DATA ELEMENTS

Training system utilization reporting must provide the following data elements: Elements not applicable to a specific system must be marked "NA" (for "not applicable") for alphabetical (alpha)-numeric fields and "0" (zero) for numeric fields. Additional elements may be added as required. Field specifications are provided for reporting standardization purposes. Alternate data definitions may be used if authorized by the cognizant program sponsor and if all required data elements are included. "Hours" are reporting period (e.g., monthly) hours. If reporting on a cycle-type training system, a cycle must be defined and a conversion factor described and used in order to report in hours. Codes should be drawn only from those options identified here (e.g., activity codes, lost training hours cause codes). Where appropriate, year-to-date (fiscal year) totals for each data element are to be provided.

1. Updated. Provide the date the utilization reporting data elements were added or modified using a "MMDDYY" numerical format.
2. Report Period. Provide the ending date of the period covered by the report using a "YYYYMM" numerical format.
3. Period Indicator. Use a single alpha character indicating the reporting period is monthly.
4. Training System Designator. Provide the alpha-numeric training system designator assigned by Naval Air Warfare Center, Training Systems Division, limited to 12 characters. Exclude the initial character of the training system designator (i.e., the training system designator prefix: "X," "S," "A," "blank"). The first character must be numeric (1 through 9) or blank; the second character must be numeric (0 through 9); the third character must be alphabetic (A through Z); and the remaining characters can be a mix of numbers (0 through 9), letters (A through Z), and special characters. For systems not utilizing a Naval Air Warfare Center, Training Systems Division designator, begin with "99Z."
5. Training System Designator Prefix. Provide as a separate alpha character the initial character of the training system designator. Blank indicates the cognizant 2"0" designator. Typical prefixes are prototype (X), Army (A), Air Force (B), non-cognizant 2"0" (S), and so on, as assigned by Naval Air Warfare Center, Training Systems Division.
6. Serial Number. Provide the alpha-numeric serial number assigned to the system, limited to six characters. To facilitate alpha-numeric sorting, leading zeros (e.g., 000001, 000002) should be included for numeric serial numbers.
7. System Nomenclature. Provide the name of each trainer identified in the report.
8. Activity Serviced and System Location. Provide the activity assigned as the system custodian.

9. Activity Unit Identification Code (UIC). Provide the five-digit UIC assigned to that custodian activity.
10. Trainer Downtime. Provide the number of hours the trainer was down and not available for scheduled use, to the nearest tenth of an hour.
- a. Downtime hours must be classified in one of the categories listed below in subparagraphs 10a(1) through 10a(7) of enclosure (2)
- (1) Maintenance.
 - (2) System modifications.
 - (3) Parts and supply problems.
 - (4) Facilities problems.
 - (5) Lack of instructors and operators.
 - (6) Lack of set-up time.
 - (7) Miscellaneous other.
- b. The sum of all such categorizations should equal total trainer downtime for the reporting period; limit this numeric field to 9999.9 hours.
11. Casualty Report. Identify whether or not a casualty report was submitted for the system during the current utilization reporting period ("Yes" or "No").
12. Course Identification Numbers (CIN). Provide the 9 or 10-character alpha-numeric code used to identify courses the system supports. If multiple courses are supported, provide the primary CINs up to a total of five, with additional CIN data to be separately provided as may be requested.
13. Standard Utilization. Provide the currently approved standard utilization hours, normalized for a monthly or quarterly period, as appropriate. Subparagraph 7a of this instruction applies. Limit this numeric field to 9999.9 hours.
14. Standard Utilization Source. Provide a single alpha character indicating the source of the standard utilization (i.e., the military characteristics document or the program sponsor).
15. Scheduled Usage Time. Provide the total system hours purchased for operations and maintenance via a contractor operation and maintenance of simulators contract. If the system is

not supported by contractor operation and maintenance of simulators, provide the hours scheduled by the using activity for the reporting period. Limit this numeric field to 9999.9 hours.

16. Operationally Ready Time. Provide the portion of scheduled usage time during which all subsystems essential to the accomplishment of the scheduled usage mission were fully functional throughout the mission; or during which the material condition of the trainer otherwise enabled successful completion of the scheduled training or other mission; and when required, a properly qualified trainer operator was present and performed operator duties. Mathematically, operationally ready time is equal to the scheduled usage time less total trainer downtime. Limit this numeric field to 9999.9 hours.

17. Non-Contractor Downtime. Provide the portion of total trainer downtime for which the contractor operation and maintenance of simulators contractor is not held responsible, sometimes called "Non-Chargeable Downtime." The sum of non-contractor downtime and contractor downtime must equal total trainer downtime.

18. Contractor Downtime. Provide the portion of total trainer downtime attributable to the failure of the contractor operation and maintenance of simulators to provide a system capable of being used for its scheduled purpose, such as the scheduled usage was postponed, canceled, or materially degraded, sometimes called "Chargeable Downtime." The sum of non-contractor downtime and contractor downtime must equal total trainer downtime.

19. Operationally Ready Time Utilized. Provide the total number of hours used for all events during the reporting period. The hours provided are total clock time, whether single student, multi-student, or crew and team training was conducted. Include the use of the system for all purposes, to include demonstrations. Operationally ready time utilized cannot exceed operationally ready time and should be limited to the numeric field of 9999.9 hours.

20. Number of Students and Teams Scheduled. Provide the number of students and teams who were scheduled for training.

21. Number of Students and Teams Completed. Provide the number of students and teams who completed training. Limit this numeric field to 9999.9 percent.

22. Standard Utilization Rate. Provide the quotient expressed by dividing operationally ready time utilized by the standard utilization. The quotient must be shown as a percentage to the nearest tenth of a percent. This percentage may exceed 100 percent. Limit this numeric field to 99999.9 percent.

23. Cumulative Utilization. Provide the quotient expressed by dividing the accumulated operationally ready time utilized by the accumulated standard utilization. Cumulative data is for

the current fiscal year. Show the quotient as a percentage to the nearest tenth of a percent. This percentage may exceed 100 percent. Limit this numeric field to 999.9 percent.

24. Student and Team Completion Percent. Provide the quotient determined by dividing the number of students and teams completed by the number of students and teams scheduled, shown as a percentage. Limit this numeric field to 9999.9 percent.

25. Cumulative Student and Team Completion. Provide the quotient determined by dividing the accumulated number of students and teams completed by the accumulated number of students and teams scheduled, shown as a percentage. Cumulative data is for the current fiscal year. Limit this numeric field to 999.9 percent.

26. Utilization [of Availability]. Provide the quotient expressed by dividing operationally ready time utilized by operationally ready time. Show the quotient as a percentage to the nearest tenth of a percent, not exceeding 100 percent. Limit this numeric field to 999.9 percent.

27. Cumulative Utilization of Availability. Provide the quotient expressed by dividing the accumulated operationally ready time utilized by the accumulated operationally ready time. Cumulative data is for the current fiscal year. Show the quotient as a percentage to the nearest tenth of a percent, not exceeding 100 percent. Limit this numeric field to 9999.9 percent.

28. Hours System Used by Activity. Provide, by individual activity UIC, the total number of hours the system was used by each activity during the reporting period utilizing the following categories: fleet, foreign, readiness squadron, pipeline training, reserves, demonstrations, trainer support, and other. These categories are considered training utilization for reporting purposes.

a. For fleet replacement squadrons and pipeline training squadrons, further distinguish between syllabus training hours, non-syllabus training hours, or non-training related hours. These categories are defined below in subparagraphs 28a(1) through 28a(3).

(1) Syllabus Training Hours. All events listed in the fleet replacement squadron and training syllabus for a given category of student, including events that are re-flown in the simulator after the first attempt was failed or not completed for any reason.

(2) Non-syllabus Training Hours. Any use of simulator time that contributes to the successful completion of a student's syllabus, but not a graded event (e.g., required and assigned warm-up periods associated with a failed event, extra student practice).

(3) Non-training Related Hours. Events that do not contribute to the completion of a student's syllabus (e.g., instructor use, simulated engine turns, tours).

b. For fleet squadrons, further distinguish between training and readiness hours, training related hours, or non-readiness contributing hours. These categories are defined below in subparagraphs 28b(1) through 28b(3).

(1) Training and Readiness Hours. Simulator events where training and readiness are logged.

(2) Training Related Hours. Simulator events that contribute to the attainment of a unit's combat readiness but cannot be logged as training and readiness due to simulator fidelity or other reason (e.g., red air, some air combat training continuum syllabus events, some advanced readiness program events, extra practice).

(3) Non-readiness Contributing Hours. Hours that do not contribute to a unit's readiness (e.g., simulated engine turns, post maintenance check flight qualification, demonstration practice, tours).

c. The sum of these hours must equal operationally ready time utilized. For multiple UICs, specify the top five activities by UIC and aggregate the remaining UICs as another entry. If multiple UICs are involved, and none predominate, enter a locally generated five-digit numeric code which identifies the class and can be traced to the attendees if necessary. Limit this numeric field to 9999.9 hours.

29. Hours Lost Because of No-shows and Cancellations. Provide the number of training hours lost during the reporting period due to student no-shows and student cancellations. Limit this numeric field to 9999.9 hours.

30. Source. Provide the name of the organization which is the source of the utilization reporting data. If the source is a contractor, also enter the name of the site contracting officer representative in the "Verified" category, indicated in paragraph 31 below. Limit this field to 18 alpha-numeric characters.

31. Verified. Provide the name of the Government representative verifying the utilization reporting data. Limit this field to 18 alpha-numeric characters.

32. Explanation and Comments. When applicable, provide a brief narrative to clarify any situation during the reporting period which had a material impact on system utilization, whether positive or negative. Include recommended actions to correct any deficiencies identified and appropriate plans of action and milestones, as agreed to by the program sponsor to correct said deficiencies. Additionally, provide status comments to previously reported deficiencies.